

HUBSCO Construction Reporting System

User Manual

(Revised 5/23/03)

General Information

HUBSCO System

Senate Bill 914 – “Changes to Public Construction Law” (see below) requires Public Entities to report data and minority participation on construction projects to the Department of Administration. The HUB Office (see below) and the State Construction Office (SCO) developed the HUBSCO Construction Reporting System, a web based application, to assist Public Entities in complying with the construction and minority business participation reporting requirements. The HUBSCO system makes it possible for Public Entities to enter contract and minority participation information on-line for formal and informal construction projects.

HUB Office

The **Office for Historically Underutilized Businesses** (HUB Office) serves as an advocate for minority, women and disabled-owned businesses in their efforts to conduct business with the State of North Carolina.

Historically Underutilized Businesses (HUBs) consist of minority, women and disabled business firms that are at least fifty-one percent owned and operated by an individual(s) of the aforementioned categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

Senate Bill 914

On December 6, 2001, the General Assembly enacted Senate Bill 914, which made major changes to laws governing public construction in the State of North Carolina. This bill signed by Governor Michael F. Easley on December 19, 2001 became effective January 1, 2002. Senate Bill 914 affords flexibility in the public construction bidding process, provides for significant new requirements for promoting the use of minority contractors, as well as documenting and reporting good faith efforts to that end.

HUBSCO Do's and Don't

1. Do not use the **Back** button located in the screen toolbar when trying to go to the previous screen page.
2. Do not use your **Windows** password when choosing a password to be used in the **HUBSCO** system.

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I. Logging Into and Out of the System

Logging Into the System

(Refer to sample screen 7.1)

1. Open an Internet browser
2. To log into the HUBSCO Training Site, navigate to:
<http://www.hubsko.com/hubscotrain/>
3. To log into the HUBSCO Production Site, navigate to:
<http://www.hubsko.com/>
4. For the Login ID, enter the Username supplied to you by the HUB Office or your HUBSCO System Administrator
5. For the Password, enter the Password supplied to you by the HUB Office or your HUBSCO System Administrator
6. Click on the **Submit** button to log in
7. If this is the first time you have logged into the system, your password was reset, or 90 days have passed since you last changed your password, you will be prompted to change your password
8. In the Password field, enter a new password that is at least 6 characters in length
9. In the Confirm Password field, enter the same new password you entered above
10. Click on the **Submit** button to update your password and log into the system

Note: If you forget your password, you can click on the **E-mail My Password** link to have your password e-mailed to the e-mail address provided when your user account was set up.

Logging Out of the System

There are a variety of ways in which you can log out of the system:

- You can log out of the system by clicking on the **Logout** link in the upper-right hand corner of virtually any page in the system
- Leaving the system idle for more than 20 minutes (not switching between pages) will automatically log you out; **Note** that you will lose any information that you had entered on that page and had not yet saved
- Closing all of the browser windows that are pointing to the HUBSCO system will automatically log you out; **Note** that you will lose any information that you had entered on the page you closed if you had not saved it previous to its closing

II. Navigating Through the System

Using the **Take Me To:** Drop-down Box

The **Take Me To:** drop-down box is available on virtually every page in the system. It appears in the upper-left hand corner of each page after you log into the system. It contains all of the main functions you are able to access throughout the system as well as the incomplete formal and informal projects that you or anyone in the Public Entity has created. To use the drop-down box:

1. Click on the arrow on the right hand side of the box to display your available choices
2. Select the function you wish to be taken to (**Note** that you may have to scroll through the choices to find the appropriate function)
3. Click on the **Go** button next to the selection you have made
4. You will be taken to the appropriate page for the function you selected

Using the Main Page

(Refer to sample screen 8.1)

1. To access the **Main Page**, select the **Main Page** choice from the **Take Me To:** drop-down box and click on **Go**
2. The **Main Page** will be displayed, listing each function that is available to you and a brief description of the function
3. Click on the name of the function's link to be taken to that particular function

Note that you can only see the functions for which you have access – a function that you do not have access to will not be displayed.

Using the Project Inbox Page

(Refer to sample screen 8.2)

When you first enter the system, you are taken to the **Project Inbox** page. This page initially contains all of the **incomplete** formal and informal projects that you have created. It lists the Public Entity internal Project # and Project Name as well as the date that the project was created in the HUBSCO system.

Clicking on the **Show Inbox for Your Public Entity** link under the page title will display all of the incomplete projects within your Public Entity, regardless of the user who created it. This will also change the projects that are listed in the **Take Me To:** drop-down box. Clicking again on the **Show Inbox for Your Name** link will return to just displaying the incomplete projects that you, personally, have created.

Clicking on the **Add** link under either the Formal or Informal section will take you to the **Project Main** page for the appropriate project type.

Clicking on the **Edit** link next to a project will take you to the **Project Main View** page for that particular project, while clicking on the **Delete** link will take you to the **Delete Project** page for that particular project.

III. Adding/Modifying/Deleting a Project

Adding a New Project

(Refer to sample screens 10.1 and 10.2)

1. A new project may be added to the system through a variety of means:
 - In the **Take Me To:** drop-down box, select **Informal Project – Add New** or **Formal Project – Add New** and click on the **Go** button to add a new Informal or Formal Project, respectively
 - From the **Project Inbox** page, either click on the **Add** link under the Informal Projects section to add a new Informal Project or click on the **Add** link under the Formal Projects section to add a new Formal Project
 - From the **Main Page**, either click on the **Informal Projects – Add New** link to add a new Informal Project or on the **Formal Projects – Add New** link to add a new Formal Project
2. You will be taken to the **Project Main** page for the particular type of project (Formal / Informal) with no project information
3. Fill in the appropriate information according to the following table:

Field Name	Description
Project Number	Public Entity internal ID number for the project
Project Name	Public Entity internal name of the project
Notice to Proceed / Project Start Date	Date that the first Notice to Proceed was given or the project was started
Project Completion Date	Date that the entire project was complete
Construction Method Used	Construction method that was used on the entire project
Type of Project	Project type of the entire project
Location of Project	County in which the work was performed
Total Square Footage	Total square footage affected by the project; if there was no square footage affected, enter 0 (zero)
Original Project Value	Total amount, in whole dollars, originally budgeted for the entire project
Final Design-Related Services Value	Total amount, in whole dollars, actually spent on all of the design contracts
Final Construction Value	Total amount, in whole dollars, actually spent on all of the construction contracts
Miscellaneous Costs	Amount, in whole dollars, of any miscellaneous costs incurred on the project
Final Project Value	Non-editable field that displays the total amount, in whole dollars, actually spent on the entire project; it is computed as the sum of the Final Design-Related Services Value , the Final Construction Value , and the Miscellaneous Costs fields

Field Name	Description
Project Includes State Appropriation or State Grant Funds	This field is shown depending on the type of project and the individual Public Entity; Yes indicates that the Project includes state appropriation or state grant funds, while No indicates that it does not
Verifiable Percent Goal - or - Project Verifiable Percent Goals by Ownership Category	Either the Verifiable Percent Goal or the Project Verifiable Percent Goals by Ownership Category field will be displayed according to whether the project is formal or informal and as to whether or not the Public Entity uses individual goals per ownership category; for certain Public Entities this field may not be editable on informal projects; fill in either the overall minority utilization goal for the project (when presented with the Verifiable Percent Goal field) or the individual minority utilization goals per ownership category for the project (when presented with the Verifiable Percent Goals by Ownership Category field)

Modifying an Existing Project

1. An existing project may be modified through a variety of means:
 - In the **Take Me To:** drop-down box, select the Formal or Informal Project you wish to modify and click on the **Go** button
 - From the **Project Inbox** page, either click on the **Edit** link next to the Formal or Informal Project you wish to edit
2. Continue to modify the fields on the page according to field descriptions according to the section above entitled “Adding a New Project”

Deleting an Existing Project

1. From the **Project Inbox** page, click on the **Delete** link next to the project you wish to delete
2. You will be presented with all of the Main Project information pertaining to the project
3. Click on the **Delete Project** button
4. You will be prompted as to whether or not you are sure you want to delete this project
5. Click on the **OK** button
6. The project will be removed from the system and you will be taken back to the **Project Inbox** page

Navigating through a Project

When adding or modifying an existing project, a series of links appear at the top of each of the pages in the project:

- **Project Main** takes you to the view of the main project data.
- **Designers** takes you to the view of all Prime Designers and Consultants that were used on the project; from there you can:
 - Add a new Prime Designer / Design Contract to the system by clicking on the **Add a New Prime Designer Used** link
 - Modify a Prime Designer by clicking on the **Edit** link for the Prime Designer
 - Delete a Prime Designer and all of their Consultants by clicking on the **Delete** link for the Prime Designer
 - Submit award information for a design contract on a formal project by clicking on the **Submit Award Information** link for the Prime Designer
 - Add a consultant to a Prime Designer by clicking on the **Add Consultant** link for the Prime Designer
 - Modify a consultant by clicking on the **Edit** link for the Consultant
 - Delete a consultant by clicking on the **Delete** link for the Consultant
- **Contracts** takes you to the view of all of the construction contracts for the project; from there you can:
 - Add a new construction contract by clicking on the **Add a New Construction Contract** link
 - Modify a construction contract by clicking on the **Edit** link for the construction contract
 - Add/modify construction contractors contacted directly on a construction contract by clicking on the **Go to Contractors Contacted Directly** link
 - Add/modify construction contractors used on a construction contract by clicking on the **Go to Contractors Used** link for the construction contract
 - Submit award information for a construction contract by clicking on the **Submit Award Information** link for the construction contract
 - Delete a construction contract by clicking on the **Delete** link for the construction contract
- **Project View** allows you to view all of the information that has been entered for the project. It lists each individual section (Project Main, Designers, and Contracts) and presents you with calculations for totals and minority participation on the project.
- **Finalize Project** first completes an exhaustive check of the entire project for errors. If an error is found, it will be presented in a list of all errors in the project with links to correct the information. When no errors are found, **Finalize Project** will display the same information that the **Project View** contains, but will have a button at the bottom of the page to submit the project as complete.

Adding/Modifying a Prime Designer

(Refer to sample screens 13.1 and 13.2)

Note: do not add any Prime Designers when the Construction Method Used is 'Design Build'

1. Navigate to the Designers section of the project by clicking on the **Designers** link at the top of the page
2. Click on the **Add a New Prime Designer Used** link near the top of the page to add a new Prime Designer or click on the **Edit** link for the Prime Designer you wish to modify
3. Fill in the appropriate information according to the following table:

Field Name	Description
Prime Designer Name	Firm name of the Prime Designer
Type of Service	Type of service that the Prime Designer provides
Discipline	Discipline that the Prime Designer specializes in
Ownership Category	Ownership category that the Prime Designer firm belongs to
Ownership is Minority Female	Indicates whether or not the Prime Designer firm is a minority- female owned business; Yes indicates that it is minority-female owned, while No indicates that it is not
Source of Ownership Category Certification/Verification	Source of the certification/verification of the Prime Designer's ownership status
Original Contract Value	Amount, in whole dollars, indicated on the original design contract
Final Contract Value	Amount, in whole dollars, actually spent on the completion of the design contract
Method of Solicitation	Method that was used to solicit the Prime Designer
Open-Ended Contract / Convenience Contract Number	Informal projects only; number of the convenience contract the design contract is being handled under, if applicable
Open-Ended Contract / Convenience Contract Start Date	Informal projects only; start date of the convenience contract the design contract is being handled under, if applicable
Open-Ended Contract / Convenience Contract End Date	Informal projects only; end date of the convenience contract the design contract is being handled under, if applicable

4. Click on the **Save Prime Designer** button at the bottom of the form
5. The information will be saved and you will be returned to the **Design-Related Services Designer / Consultants** page

Adding/Modifying a Consultant

(Refer to sample screen 14.1)

1. Navigate to the Designers section of the project by clicking on the **Designers** link at the top of the page
2. Click on the **Add Consultant** link for the Prime Designer the Consultant is working under to add a new Consultant, or click on the **Edit** link for the Consultant you wish to modify
3. Fill in the appropriate information according to the following table:

Field Name	Description
Consultant Name	Firm name of the Consultant
Type of Service	Type of service that the Consultant provides
Discipline	Discipline that the Consultant specializes in
Ownership Category	Ownership category that the Consultant firm belongs to
Ownership is Minority Female	Indicates whether or not the Consultant firm is a minority-female owned business; Yes indicates that it is minority-female owned, while No indicates that it is not
Source of Ownership Category Certification/Verification	Source of the certification/verification of the Consultant's ownership status
Original Contract Value	Amount, in whole dollars, indicated on the original design contract
Final Contract Value	Amount, in whole dollars, actually spent on the completion of the design contract

4. Click on the **Save Consultant** button at the bottom of the form
5. The information will be saved and you will be returned to the **Design-Related Services Designer / Consultants** page

Submitting Award Information for a Formal Design Contract

1. Navigate to the Designers section of the project by clicking on the **Designers** link at the top of the page
2. Click on the **Submit Award Information** link for the Prime Designer you wish to submit
3. Review all information on the presented **Design-Related Services Award Information** page; once submitted, none of the information appearing on this page can be modified or deleted
4. Click on the **Submit Award Information** button
5. The award information will be submitted and you will be returned to the **Design-Related Services Designers / Consultants** page

Adding/Modifying a Construction Contract

(Refer to sample screens 15.1 and 15.2)

1. Navigate to the Construction Contracts section of the project by clicking on the **Contracts** link at the top of the page
2. Click on the **Add a New Construction Contract** link near the top of the page to add a new construction contract or click on the **Edit** link for the construction contract you wish to modify
3. Fill in the appropriate information according to the following table:

Field Name	Description
Contract Description / ID	Public Entity internal description/identifier for the construction contract
Contract Method of Advertisement	Method used to advertise the construction contract
Bid Opening Date	Formal projects only; date that the bidding process was opened
Contract Date	Date that the construction contract was signed
Notice to Proceed / Project Start Date	Date that the construction prime contractor started or was given a notice to proceed
Contract Completion Date	Date that the construction prime contractor completed the work

4. Click on the **Save Contract** button at the bottom of the form
5. The information will be saved and you will be returned to the **Construction Contracts** page

Adding/Modifying a Construction Contractor Contacted Directly

(Refer to sample screens 15.3 and 15.4)

1. Navigate to the Construction Contracts section of the project by clicking on the **Contracts** link at the top of the page
2. Click on the **Go to Contractors Contacted Directly** link for the construction contract you want to add/modify the contractors contacted directly for
3. Click on the **Add a New Construction Contractor Contacted Directly** link near the top of the page to add a new construction contractor contacted directly for the construction contract or click on the **Edit** link for the construction contractor contacted directly that you wish to modify
4. Fill in the appropriate information according to the following table:

Field Name	Description
Firm Name	Name of the Construction Contractor Contacted Directly firm

Field Name	Description
Address	Street address for the Construction Contractor Contacted Directly firm
City	City portion of the address for the Construction Contractor Contacted Directly firm
State	State portion of the address for the Construction Contractor Contacted Directly firm
Zip Code	Zip code portion of the address for the Construction Contractor Contacted Directly firm
Telephone #	Main telephone number for the Construction Contractor Contacted Directly firm
Extension	Main telephone number extension for the Construction Contractor Contacted Directly firm
Ownership Category	Ownership category that the Construction Contractor Contacted Directly firm belongs to
Ownership is Minority Female	Indicates whether or not the Construction Contractor Contacted Directly firm is a minority-female owned business; Yes indicates that it is minority-female owned, while No indicates that it is not
Source of Ownership Category Certification/Verification	Source of the certification/verification of the Construction Contractor Contacted Directly's ownership status
Primary Type of Work	Primary type of work that the Construction Contractor Contacted Directly firm provides
Date Contacted	Date that the Construction Contractor Contacted Directly was contacted by the Public Entity
Method of Contact	Method in which the Construction Contractor Contacted Directly was contacted by the Public Entity
Response Due Date	Informal projects only; date that the Public Entity gave to the Construction Contractor Contacted Directly to have a response returned
Specifications Provided	Informal projects only; method in which the specifications of the contract were provided by the Public Entity to the Construction Contractor Contacted Directly
Was a Quote Received / Was a Bid Received	Was a Quote Received field appears in informal projects, while Was a Bid Received field appears in formal projects; indicates whether or not the Construction Contractor Contacted Directly firm submitted a quote/bid; Yes indicates that a quote/bid was submitted, while No indicates that one wasn't
Amount of Quote Received / Amount of Bid Received	Amount of Quote Received field appears in informal projects, while Amount of Bid Received field appears in formal projects; amount, in whole dollars, of the quote/bid that was received, if applicable

5. Click on the **Save Contacted Info** button at the bottom of the form
6. The information will be saved and you will be returned to the **Construction Contractors Contacted Directly** page

Adding/Modifying a Construction Prime Contractor

(Refer to sample screens 17.1 and 17.2)

Note: if the **Construction Method Used** for the project is **Construction Manager At Risk (CMAR)**, the CMAR information should be entered as the Construction Prime Contractor on a contract with all of their direct-reports listed as first-tier subcontractors

1. Navigate to the Construction Contracts section of the project by clicking on the **Contracts** link at the top of the page
2. Click on the **Go to Contractors Used** link for the construction contract you want to add/modify the Construction Prime Contractor for
3. Click on the **Add the Construction Prime Contractor** link near the top of the page to enter the information pertaining to the Construction Prime Contractor for the construction contract or click on the **Edit** link for the Construction Prime Contractor to modify the previously entered information
4. Fill in the appropriate information according to the following table:

Field Name	Description
Firm Name	Name of the Construction Prime Contractor firm
City	City portion of the address for the Construction Prime Contractor firm
County	County portion of the address for the Construction Prime Contractor, if State is North Carolina
State	State portion of the address for the Construction Prime Contractor firm
Reason for Out-of-State Selection	Reason that the Construction Prime Contractor was selected when they are from outside of North Carolina
Primary Type of Work Performed	Primary type of work that the Construction Prime Contractor firm performed on the construction contract
Ownership Category	Ownership category that the Construction Prime Contractor firm belongs to
Ownership is Minority Female	Indicates whether or not the Construction Prime Contractor firm is a minority-female owned business; Yes indicates that it is minority-female owned, while No indicates that it is not
Source of Ownership Category Certification/Verification	Source of the certification/verification of the Construction Prime Contractor's ownership status

Field Name	Description
Original Contract Value	Amount, in whole dollars, indicated on the original construction contract
Final Contract Value	Amount, in whole dollars, actually spent on the completion of the construction contract
Self Performing	Formal projects only; indicator as to whether or not the Construction Prime Contractor performed all of the work on the construction contract themselves; Yes indicates that they performed all of the work, while No indicates that they did not
Percent Proposed Minority Utilization - or - Percent Proposed Minority Utilization by Ownership Category	Formal projects only; Either the Percent Proposed Minority Utilization or the Percent Proposed Minority Utilization by Ownership Category field will be displayed according to whether or not the Public Entity uses individual goals per ownership category; this information is gathered from the final bid document; fill in either the overall percent proposed minority utilization for the contract (when presented with the Percent Proposed Minority Utilization field) or the individual proposed minority utilization per ownership category for the project (when presented with the Percent Proposed Minority Utilization by Ownership Category field)
Bidder's Submitted Good Faith Efforts	Formal projects only; check each good faith effort that the Construction Prime Contractor indicated on the final bid document
Bidder Complied With Any Good Faith Efforts Required By Owner	Formal projects only; indicator as to whether or not the bidder complied with and accomplished any and all good faith efforts requested/required by the Public Entity

5. Click on the **Save Contractor** button at the bottom of the form
6. The information will be saved and you will be returned to the **Construction Contractors** page

Adding/Modifying a Construction Subcontractor

(Refer to sample screens 18.1 and 18.2)

7. Navigate to the Construction Contracts section of the project by clicking on the **Contracts** link at the top of the page
8. Click on the **Go to Contractors Used** link for the construction contract you want to add/modify the Construction Prime Contractor for

9. Click on the **Add Subcontractor** link for the Construction Prime Contractor or Subcontractor you wish to add a Construction Subcontractor to or click on the **Edit** link for the Construction Subcontractor you wish to modify
10. Fill in the appropriate information according to the following table:

Field Name	Description
Firm Name	Name of the Construction Subcontractor firm
City	City portion of the address for the Construction Subcontractor firm
County	County portion of the address for the Construction Subcontractor, if State is North Carolina
State	State portion of the address for the Construction Subcontractor firm
Reason for Out-of-State Selection	Reason that the Construction Subcontractor was selected when they are from outside of North Carolina
This Contractor is a Substitution / Replacement for a Contractor Originally Listed on the Bid / Affidavit	Formal projects only; indicator as to whether or not the Construction Subcontractor was a substitute for another Construction Subcontractor that was originally listed on the final bid / affidavit; Yes indicates that this Construction Subcontractor is a substitute, while No indicates that this is not a substitute
Primary Type of Work Performed	Primary type of work that the Construction Subcontractor firm performed on the construction contract
Ownership Category	Ownership category that the Construction Subcontractor firm belongs to
Ownership is Minority Female	Indicates whether or not the Construction Subcontractor firm is a minority-female owned business; Yes indicates that it is minority-female owned, while No indicates that it is not
Source of Ownership Category Certification/Verification	Source of the certification/verification of the Construction Subcontractor's ownership status
Original Contract Value	Amount, in whole dollars, indicated on the original construction contract
Final Contract Value	Amount, in whole dollars, actually spent on the completion of the construction contract
Contract Date	Date that the construction contract was signed
Notice to Proceed / Contract Start Date	Date that the Construction Subcontractor started or was given a notice to proceed
Contract Completion Date	Date that the Construction Subcontractor completed the work

11. Click on the **Save Contractor** button at the bottom of the form

12. The information will be saved and you will be returned to the **Construction Contractors** page

Submitting Award Information for a Formal Construction Contract

1. Navigate to the Contracts section of the project by clicking on the **Contracts** link at the top of the page
2. Click on the **Submit Award Information** link for the Construction Contract you wish to submit
3. Review all information on the presented **Construction Contract Award Information** page; once submitted, none of the information appearing on this page, with the exception of the **Contract Description / ID**, can be modified or deleted
4. Click on the **Submit Award Information** button
5. The award information will be submitted and you will be returned to the **Construction Contracts** page

Finalizing a Project

(Refer to sample screens 20.1 and 20.2)

ALERT: Finalizing a project is the last action you perform on a project. Once the project has been finalized, it will be marked as **complete** in the system and the information will be available to the HUB Office. **Also, you will not be able to modify any information on the project, nor will you be able to delete the project.** For this reason, please review all information presented on the project finalization screen before you submit the project.

1. Your Public Entity may have adopted internal procedures for HUBSCO finalization such as printing a copy of the project or receiving authorization for finalization. If this is the case, please complete any of your Public Entity requirements prior to the final submission of the project
2. Click on the **Finalize Project** link at the top of the page
3. The HUBSCO system will perform an exhaustive error check on the entire project
4. If any errors are found, the **Project Finalization Check** page will be displayed with the following information on each error encountered on the project:
 - **Error Page:** This is the page where the error has most likely occurred; since some checks are calculation and others are date comparisons, it is impossible for the system to predict which number or which date is incorrect, so it will make the best determination as to where the error has occurred; this item is a link that can be clicked to be taken to the page which most likely contains the error
 - **Field:** This is the label of the field on the page that most likely contains the error
 - **Value:** This is the current value of the field which most likely contains the error

- **Error:** This is the error message for why the HUBSCO system cannot continue with project finalization
5. If the entire project does not contain any errors, or after all of the errors have been fixed, the **Project Finalization Review** page will be displayed, which is structured exactly like the **Project View** page
 6. ***** CAREFULLY REVIEW ALL INFORMATION ON THE DISPLAYED PAGE BEFORE CONTINUING *****
 7. Once all of the information has been reviewed, and all of your Public Entity internal requirements or processes have been complete, click on the **Finalize Project** button at the bottom of the screen
 8. The project will be marked as complete and you will be taken to the **Project Submission Confirmation** page which instructs you as to what additional documentation needs to be maintained and for how long
 9. Click on the **Continue** link at the bottom of the page to be returned to the **Project Inbox** page

IV. Searching For Projects

(Refer to sample screen 22.1)

1. A project may be searched in the system through a variety of means:
 - In the **Take Me To:** drop-down box, select **Main Page** - Click on the **Go** button and then click on the **Search for Projects**
 - In the **Take Me To:** drop-down box, select **Search for Projects**-Click on the **Go** button
2. You will be taken to the Agency Search Options page.
3. Fill in the appropriate information available according to the following table:

Field Name	Description
Project Created By	Public Entity user name
Public Entity	Your Public Entity name
Project Number	Public Entity internal ID number for the project
Project Name	Public Entity internal name of the project
Project Form	Type of project-formal, informal or all
Status	Whether complete, incomplete or all
Project Start Date- From: To:	The start date and completion date of the project
Key Words	Words that may appear in the project

Click the **Search** button when you want to search for the project. Clicking the **Reset** button clears all information that you have typed in.

Note: Fill in the information that is available to you. You do not need to fill in all information when searching for projects. You can only search for projects within your specific Entity.

V. Generating Reports

(Refer to sample screen 23.1)

The HUBSCO Construction Reporting System will allow you to generate different kinds of reports within your Public Entity. You can generate reports anytime you want. It allows all users within your Public Entity to pull reports.

There are a variety of ways by which you can go to the HUBSCO Construction Reporting System page:

- In the **Take Me To:** drop-down box, select **Reports** and click on the **Go** button.
- In the **Take Me To:** drop-down box, select **Main Page** and click the **Go** button. Click on **Reports** on the Main Page.

The different kinds of reports are:

1. **Incomplete Projects Past Project Completion Date**

Generates a list of all projects that have past the completion date but have not been finalized. Click on the **Incomplete Projects Past Project Completion Date**. Enter the **Begin Date** and **End Date** indicating the period within which you want to see the report on incomplete projects that have past the completion date. Click the appropriate box for formal, informal or both. Click on the **create** button at the bottom of the page to generate the report. If you do not enter the **Begin Date** and **End Date** then it will list all incomplete projects that have past the completion date.

2. **Projects Past 10 Days of Completion**

Generates a list of all projects reported 10 days past completion date that have not been finalized. Click on the **Projects Past 10 Days of Completion**. Enter the **Begin Date** and **End Date** indicating the period within which you want to see the report on projects that have past 10 days from completion date. Click the appropriate box for formal, informal or both. Click on the **create** button at the bottom of the page to generate the report. If you do not enter the **Begin Date** and **End Date** then it will list all incomplete projects that have past 10 days of the completion date.

The next three reports are mainly for analysis purpose.

3. **Total Completed Design and Construction Contracts**

Generates report on the total completed design and construction dollars and the percentages. Click on the **Total Completed Design and Construction Contracts**. Enter the **Begin Date** and **End Date** indicating the period within which you want to see the report on the dollar amount and percentages on design and construction. Click the appropriate box for formal, informal or both. Click on the **create** button at the

bottom of the page to generate the report. If you do not enter the **Begin Date** and **End Date** then it will generate the report based on all completed project in the database.

4. Total Construction Dollars Per Construction Method

Generates the total construction dollars based on Construction Methods. Click on the **Total Construction Dollars Per Construction Method**. Enter the **Begin Date** and **End Date** indicating the period within which you want to see the report on the construction dollar amount based on construction methods. Click the appropriate box for formal, informal or both. Click on the **create** button at the bottom of the page to generate the report. If you do not enter the **Begin Date** and **End Date** then it will generate report on all completed projects in the database.

5. Total Construction Dollars Per Type of Work Performed

Generates the report on total construction dollars based on work performed. Groups the type of work performed according to the prime contractor and the different tiers sub-contractors. Click the **Total Construction Dollars Per Type of Work Performed**. Enter the **Begin Date** and **End Date** indicating the period within which you want to see the report on the dollar amount and percentages on design and construction. Click the appropriate box for formal, informal or both. Click on the **create** button at the bottom of the page to generate the report. If you do not enter the **Begin Date** and **End Date** then it will generate a report on all completed projects in the database.

6. Annual Report

Generates the annual report. Click on **Annual Report**. Enter the **Fiscal Year End**. **Example:** If you want to generate a report for Fiscal Year 2010 – 2011 then you need to type in “2011” in the box. Click the appropriate box for formal, informal or both. Click on the **create** button at the bottom of the page to generate the report.

7. Quarterly

Generates the quarterly summary of reports. Click on **Quarterly**. Enter the **Fiscal Year End**. **Example:** If you want to generate a report for Fiscal Year 2010 – 2011 then you need to type in “2011” in the box. Choose the **Quarter**. Click the appropriate box for formal, informal or both. Click the **create** button at the bottom of the page to generate the report.

VI. Performing User Maintenance

(System Administrators Only)

Modifying the Public Entity Information

1. Click on the down arrow on **Take Me To:** drop-down in the upper left-hand corner
2. Select **System Administration** and click the '**Go**' button
3. Click on the **Edit...** link next to your Public Entity name
4. Update the appropriate information concerning your Public Entity
5. Click on the **Submit** button to update the Public Entity information in the system
6. You will be taken back to the **Manage Public Entities** page

Adding a New User

1. Click on the down arrow on **Take Me To:** drop-down in the upper left-hand corner
2. Select **System Administration** and click the '**Go**' button
3. Click on the **Security...** link next to your Public Entity name
4. Click on the **Add...** link to add a new user
5. Create and enter a Login ID for the new user
6. Create and enter a Password for the new user; make sure to also enter the same password in the **Confirm Password** field
7. Fill in the user's first name, last name, phone number, extension (if applicable), and E-Mail address
8. In the **Security Access** drop-down, choose one of the following:
 - **None:** The user is entered into the system, but may not login
 - **Public Entity User:** The user has normal access to the system
 - **Public Entity Reporter:** Not currently used in the system; has the same rights as a Public Entity User
 - **Public Entity System Admin:** Has all of the access of a Public Entity User plus the ability to add/modify users, modify Public Entity information, and submit the 'No Quarterly Projects' form
9. Click on the **Submit** button

Note: The new user is now able to log in under their Login ID and assigned password. They will, however, be required to change their password the first time they login to the HUBSCO system

Resetting a User's Password

1. Click on the down arrow on **Take Me To:** drop-down in the upper left-hand corner
2. Select **System Administration** and click the **Go** button
3. Click on **Security**
4. Click on the **Edit...** link next to the desired user name, and the system screen "Edit Users" will appear
5. Enter and confirm a new password for the user
6. Click on the **Submit** button

Note: After submitting the password, the password is reset. The next time the user accesses the system, the system will prompt the user that their password has expired. The user must change their password to enter the system.

Disabling a User

1. Click on the down arrow on **Take Me To:** drop-down in the upper left-hand corner
2. Select **System Administration** and click on the **Go** button
3. Click on **Security**
4. Click on the **Edit...** link next to the desired user name, and the system screen "Edit Users" will appear
5. Go to "Security Access," click on the **Select** drop-down arrow, and select **None**
6. Click on the **Submit** button

Note: The system will deny access to the user the next time the user tries to log into the system. A message will appear, "Access Denied – See System Administrator."

Deleting a User

1. Click on the down arrow on **Take Me To:** drop-down in the upper left-hand corner
2. Select **System Administration** and click on the **Go** button
3. Click on **Security**
4. Click on the **Delete...** link next to the desired user name, and the system screen "Delete Users" will appear
5. Click on the **Submit** button

Note: The user will be deleted from the public entity's users list.

VII. Sending an E-Mail

The E-Mail function in the HUBSCO system will allow you to send E-Mail to other HUBSCO system users that are within your Public Entity. It provides space to choose the User(s) who it will be sent to, a subject of the E-Mail, and the message you wish to send.

1. You can reach the **Send E-Mail** page by selecting **Send E-Mail** in the **Take Me To:** drop-down box and clicking **Go**, or by clicking on the **Send E-Mail** link on the **Main Page**
2. Select the recipients of the message by selecting them in the **To:** multi-select box; you can select more than one recipient by holding down the **Ctrl** key and clicking on multiple entries
3. If you wish to send an E-Mail to all HUBSCO Users within your Public Entity, you can choose just the top item
4. If you wish to also send the E-Mail to your Public Entity's Primary Contact for HUBSCO, simply select the second item (**PRIMARY CONTACT**) in the **To:** list
5. If you wish to send an E-Mail to your Public Entity's Official for HUBSCO, simply select the third item (**OFFICIAL**) in the **To:** list
6. Enter the subject of your E-Mail in the **Subject** field; **Note** that words '**HUBSCO Reporting System:**' will be added to the front of your subject line to identify the E-Mail as having originated from the HUBSCO system
7. Enter the message you wish to send in the **Message** text area; **Note** that the phrase "E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties." will be added to the end of your message
8. Click on the **Review E-Mail** button
9. Carefully review the information you are going to send; if you need to make corrections, click on the **Edit E-Mail** button to continue editing
10. When all of the information you wish to send is complete and accurate, click on the **Send E-Mail** button on the review page
11. You will receive a message stating that your E-Mail was sent
12. Click on the **Ok** button to close the pop-up message
13. You will be returned to the **Main Page**

VIII. Submitting the “No Quarterly Projects” Form

(System Administrators Only)

(Refer to sample screen 27.1)

When a Public Entity does not have any completed projects within a particular quarter, the Entity needs to submit a “No Quarterly Projects Submittal” form in the system.

1. In the **Take Me To:** drop-down box, select **No Quarterly Projects Submittal** and click on the **Go** button
2. In the **No Quarterly Projects Submittal** page click the **No Projects This Fiscal Quarter** button at the bottom of the page



HUBSCO Reporting System

System Logon

Welcome to the HUBSCO Reporting System.
Please enter your information.

Login ID:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Submit"/>	

Take Me To:



HUBSCO Reporting System

[Logout](#)

Main Page

Functions Available:

[Project Inbox](#)

A list of all currently incomplete formal and informal projects. You can add a new project, modify an existing incomplete one, or delete an incomplete one.

[Main Page](#)

The page you are currently viewing. Provides a list of all available functions that you can perform within the system.

[Search for Projects](#)

Allows you to search for complete and incomplete projects. You can go from the search results directly to the projects that are returned.

[Reports](#)

Various reports are available from this page. After entering the report criteria, you will be presented with your requested report.

[Send E-Mail](#)

Allows you to send E-Mail to other Users or groups of Users in the system.

[Informal Projects - Add New](#)

Allows you to add a new Informal Project into the system.

[Formal Projects - Add New](#)

Allows you to add a new Formal Project into the system.

Take Me To:

----- Select ----- 



HUBSCO Reporting System

[Logout](#)

Inbox for Your Name

Show Inbox for Your Public Entity Name

Informal Projects

Project #	Project Name	Created Date	Action
			Add

Formal Projects

Project #	Project Name	Created Date	Action
			Add

Take Me To:



HUBSCO Reporting System

[Logout](#)

Add/Edit Formal Project

New Project

Project Main

*Indicates a Required Field

*Project Number:	<input type="text"/>
*Project Name:	<input type="text"/>
Notice to Proceed / Project Start Date:	<input type="text"/>
Project Completion Date: (Acceptance Date)	<input type="text"/>
Construction Method Used:	<input type="text" value="-----Select-----"/>
*Type of Project:	<input type="text" value="-----Select-----"/>
*Location of Project:	<input type="text" value="-----Select-----"/>
*Total Square Footage:	<input type="text"/> ft. ²
*Original Project Value: (Combination of all Design-Related Services and Construction Contracts)	\$ <input type="text"/>
Final Design-Related Services Value: (Including any Change Orders) *Do not enter when Construction Method Used is 'Design-Build'	\$ <input type="text"/>
Final Construction Value: (Including any Change Orders)	\$ <input type="text"/>
Miscellaneous Costs:	\$ <input type="text"/>
Final Project Value: (Including any Change Orders)	\$ <input type="text"/>
*Project Includes State Appropriation or State Grant Funds:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*Verifiable Percent Goal: (Change to Local Goal if other than 10%)	<input type="text" value="10"/> %

<<Cancel Addition

Reset Form

Save Project>>

Take Me To:

----- Select -----



HUBSCO Reporting System

[Logout](#)

Add/Edit Informal Project

New Project

Project Main

*Indicates a Required Field

*Project Number:	<input type="text"/>
*Project Name:	<input type="text"/>
Notice to Proceed / Project Start Date:	<input type="text"/>
Project Completion Date: (Acceptance Date)	<input type="text"/>
Construction Method Used:	-----Select-----
*Type of Project:	-----Select-----
*Location of Project:	-----Select-----
*Total Square Footage:	<input type="text"/> ft. ²
*Original Project Value: (Combination of all Design-Related Services and Construction Contracts)	\$ <input type="text"/>
Final Design-Related Services Value: (Including any Change Orders) *Do not enter when Construction Method Used is 'Design-Build'	\$ <input type="text"/>
Final Construction Value: (Including any Change Orders)	\$ <input type="text"/>
Miscellaneous Costs:	\$ <input type="text"/>
Final Project Value: (Including any Change Orders)	\$ <input type="text"/>
*Project Includes State Appropriation or State Grant Funds:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
*Verifiable Percent Goal: (Change to Local Goal if other than 10%)	<input type="text" value="10"/> % (Entering a Verifiable Goal for Informal Projects is only required for Non-State Agencies on projects with an Original Contract Value of \$100,000 or more that include State Appropriation or State Grant funds)

<<Cancel Addition

Reset Form

Save Project>>

Take Me To:

----- Select -----



HUBSCO Reporting System

[Lo](#)

Add/Edit Formal Project

Project 4456: State of North Carolina

Design-Related Services Designer / Consultant

[Project Main](#)[Designers](#)[Contracts](#)[Project View](#)[Finalize Project](#)

*Indicates a Required Field

*Prime Designer Name:	<input type="text"/>
*Type of Service:	-----Select-----
*Discipline:	-----Select-----
*Ownership Category:	-----Select-----
*Ownership is Minority Female:	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Source of Ownership Category Certification/Verification:	-----Select-----
*Original Contract Value:	\$ <input type="text"/>
Final Contract Value: (Including any Change Orders)	\$ <input type="text"/>
*Method of Solicitation:	-----Select-----

<< Cancel Addition

Reset Form

Save Prime Designer>>

Take Me To:

----- Select -----



HUBSCO Reporting System

[Lo](#)

Add/Edit Informal Project

Project 4545: State of North Carolina

Design-Related Services Designer / Consultant

[Project Main](#)[Designers](#)[Contracts](#)[Project View](#)[Finalize Project](#)

*Indicates a Required Field

*Prime Designer Name:	<input type="text"/>
*Type of Service:	-----Select-----
*Discipline:	-----Select-----
*Ownership Category:	-----Select-----
*Ownership is Minority Female:	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Source of Ownership Category Certification/Verification:	-----Select-----
*Original Contract Value:	\$ <input type="text"/>
Final Contract Value: (Including any Change Orders)	\$ <input type="text"/>
*Method of Solicitation:	-----Select-----

Open-Ended Contract / Convenience Contract Information (If Applicable):

Number:	<input type="text"/>
Start Date:	<input type="text"/>
End Date:	<input type="text"/>

<< Cancel Addition

Reset Form

Save Prime Designer>>

Take Me To:

----- Select -----



HUBSCO Reporting System

[Lo](#)

Add/Edit Formal Project

Project 4456: State of North Carolina

Design-Related Services Designer / Consultant

[Project Main](#)[Designers](#)[Contracts](#)[Project View](#)[Finalize Project](#)

*Indicates a Required Field

Prime Designer Name:	Robert
*Consultant Name:	<input type="text"/>
*Type of Service:	-----Select-----
*Discipline:	-----Select-----
*Ownership Category:	-----Select-----
*Ownership is Minority Female:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
*Source of Ownership Category Certification/Verification:	-----Select-----
*Original Contract Value:	\$ <input type="text"/>
Final Contract Value: (Including any Change Orders)	\$ <input type="text"/>

<< Cancel Addition

Reset Form

Save Consultant >>

Take Me To:



HUBSCO Reporting System

[Lo](#)

Add/Edit Formal Project
Project 4456: State of North Carolina
Construction Contract

[Project Main](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize Project](#)

*Indicates a Required Field

*Contract Description / ID:	<input type="text"/>
*Contract Method of Advertisement:	<input type="text" value="-----Select-----"/>
Bid Opening Date:	<input type="text"/>
*Contract Date:	<input type="text"/>
Notice to Proceed / Contract Start Date:	<input type="text"/>
Contract Completion Date: (Acceptance Date)	<input type="text"/>

Take Me To:

----- Select -----



HUBSCO Reporting System

[Lo](#)

Add/Edit Informal Project
Project 4545: State of North Carolina
Construction Contract

[Project Main](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize Project](#)

*Indicates a Required Field

*Contract De scription / ID:	<input type="text"/>
*Contract Method of Advertisement:	-----Select----- <input type="button" value="v"/>
*Contract Date:	<input type="text"/>
Notice to Proceed / Contract Start Date:	<input type="text"/>
Contract Completion Date: (Acceptance Date)	<input type="text"/>

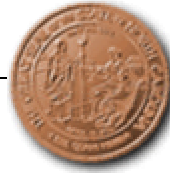
<< Cancel Addition

Reset Form

Save Contract>>

Take Me To:

----- Select -----



HUBSCO Reporting System

[Lo](#)

Add/Edit Formal Project
Project 4456: State of North Carolina 15.3
Construction Contractor Contacted Directly

[Project Main](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize Project](#)

*Indicates a Required Field

Contract Description / ID:	Plumbing
*Firm Name:	<input type="text"/>
*Address:	<input type="text"/>
	<input type="text"/>
*City:	<input type="text"/>
*State:	<input type="text"/>
*Zip Code:	<input type="text"/>
Telephone #:	<input type="text"/>
Extension:	<input type="text"/>
*Ownership Category:	-----Select-----
*Ownership is Minority Female:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
*Source of Ownership Category Certification/Verification:	-----Select-----
*Primary Type of Work:	-----Select-----
*Date Contacted:	<input type="text"/>
*Method of Contact:	-----Select-----
*Was a Bid Received:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Amount of Bid Received:	\$ <input type="text"/>

<< Cancel Addition

Reset Form

Save Contracted Info >>

Take Me To:

----- Select -----



HUBSCO Reporting System

Add/Edit Informal Project Project 4545: State of North Carolina Construction Contractor Contacted Directly

[Project Main](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize Project](#)

*Indicates a Required Field

Contract Description / ID:	Wall
*Firm Name:	<input type="text"/>
*Address:	<input type="text"/>
	<input type="text"/>
*City:	<input type="text"/>
*State:	<input type="text"/>
*Zip Code:	<input type="text"/>
Telephone #:	<input type="text"/>
Extension:	<input type="text"/>
*Ownership Category:	-----Select-----
*Ownership is Minority Female:	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Source of Ownership Category Certification/Verification:	-----Select-----
*Primary Type of Work:	-----Select-----
*Date Contacted:	<input type="text"/>
*Method of Contact:	-----Select-----
*Response Due Date:	<input type="text"/>
*Specifications Provided:	-----Select-----
*Was a Quote Received:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount of Quote Received:	\$ <input type="text"/>

Take Me To:

----- Select -----



HUBSCO Reporting System

[Lo](#)

Add/Edit Formal Project Project 4456: State of North Carolina Construction Contractor

[Project Main](#) [Designers](#) [Contracts](#) [Project View](#) [Finalize Project](#)

*Indicates a Required Field

Contract Description / ID:	Plumbing
* Firm Name:	<input type="text"/>
* City:	<input type="text"/>
County: (If State is North Carolina)	-----Select-----
* State:	<input type="text"/>
Reason for Out-of-State Selection: (If applicable)	-----Select-----
Primary Type of Work Performed:	-----Select-----
* Ownership Category:	-----Select-----
* Ownership is Minority Female:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
* Source of Ownership Category Certification/Verification:	-----Select-----
* Original Contract Value:	\$ <input type="text"/>
Final Contract Value: (Including any Change Orders)	\$ <input type="text"/>
* Self Performing:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Percent Proposed Minority Utilization: (If Not Self Performing)	<input type="text"/> %
Bidder's Submitted Good Faith Efforts: (If Not Self Performing)	<p>(A minimum of 50 points must be achieved in order to have achieved a "good faith effort")</p> <p><input type="checkbox"/> 1 - (10 points) Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed.</p>

	<ul style="list-style-type: none"><input type="checkbox"/> 2 - (10 points) Making the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due.<input type="checkbox"/> 3 - (15 points) Breaking down or combining elements of work into economically feasible units to facilitate minority participation.<input type="checkbox"/> 4 - (10 points) Working with minority trade, community, or contractor organizations identified by the Office for Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.<input type="checkbox"/> 5 - (10 points) Attending any prebid meetings scheduled by the public owner.<input type="checkbox"/> 6 - (20 points) Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors.<input type="checkbox"/> 7 - (15 points) Negotiating in good faith with interested minority businesses and not rejecting them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.<input type="checkbox"/> 8 - (25 points) Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.<input type="checkbox"/> 9 - (20 points) Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.<input type="checkbox"/> 10 - (20 points) Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.
<div style="display: flex; align-items: center;"><div style="background-color: #d9e1f2; padding: 5px; width: 30%;">*Bidder Complied With Any Good Faith Efforts Required by Owner: (If Not Self Performing)</div><div style="margin-left: 10px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</div></div>	

<< Cancel Addition

Reset Form

Save Contractor>>

Take Me To:

----- Select -----



HUBSCO Reporting System

[Lo](#)

Add/Edit Informal Project Project 4545: State of North Carolina Construction Contractor

[Project Main](#)[Designers](#)[Contracts](#)[Project View](#)[Finalize Project](#)

* Indicates a Required Field

Contract Description / ID:	Wall
* Firm Name:	<input type="text"/>
* City:	<input type="text"/>
County: (If State is North Carolina)	-----Select-----
* State:	<input type="text"/>
Reason for Out-of-State Selection: (If applicable)	-----Select-----
Primary Type of Work Performed:	-----Select-----
* Ownership Category:	-----Select-----
* Ownership is Minority Female:	<input type="checkbox"/> Yes <input type="checkbox"/> No
* Source of Ownership Category Certification/Verification:	-----Select-----
* Original Contract Value:	\$ <input type="text"/>
Final Contract Value: (Including any Change Orders)	\$ <input type="text"/>

<< Cancel Addition

Reset Form

Save Contractor>>

Take Me To:

----- Select -----



HUBSCO Reporting System

[Lo](#)

Add/Edit Formal Project Project 4456: State of North Carolina Construction Contractor

[Project Main](#)[Designers](#)[Contracts](#)[Project View](#)[Finalize Project](#)

*Indicates a Required Field

Subcontracted To:	Westover
Contract Description / ID:	Plumbing
*Firm Name:	<input type="text"/>
*City:	<input type="text"/>
County: (If State is North Carolina)	-----Select-----
*State:	<input type="text"/>
Reason for Out-of-State Selection: (If applicable)	-----Select-----
*This Contractor is a Substitution / Replacement for a Contractor Originally Listed on the Bid / Affidavit:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Primary Type of Work Performed:	-----Select-----
*Ownership Category:	-----Select-----
*Ownership is Minority Female:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
*Source of Ownership Category Certification/Verification:	-----Select-----
*Original Contract Value:	\$ <input type="text"/>
Final Contract Value: (Including any Change Orders)	\$ <input type="text"/>
*Contract Date:	<input type="text"/>
Notice to Proceed / Contract Start Date:	<input type="text"/>
Contract Completion Date: (Acceptance Date)	<input type="text"/>

Take Me To:

----- Select -----



HUBSCO Reporting System

[Lo](#)

Add/Edit Informal Project Project 4545: State of North Carolina Construction Contractor

[Project Main](#)[Designers](#)[Contracts](#)[Project View](#)[Finalize Project](#)

* Indicates a Required Field

Subcontracted To:	City Service
Contract Description / ID:	Wall
* Firm Name:	<input type="text"/>
* City:	<input type="text"/>
County: (If State is North Carolina)	-----Select-----
* State:	<input type="text"/>
Reason for Out-of-State Selection: (If applicable)	-----Select-----
Primary Type of Work Performed:	-----Select-----
* Ownership Category:	-----Select-----
* Ownership is Minority Female:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
* Source of Ownership Category Certification/Verification:	-----Select-----
* Original Contract Value:	\$ <input type="text"/>
Final Contract Value: (Including any Change Orders)	\$ <input type="text"/>
* Contract Date:	<input type="text"/>
Notice to Proceed / Contract Start Date:	<input type="text"/>
Contract Completion Date: (Acceptance Date)	<input type="text"/>

<< Cancel Addition

Reset Form

Save Subcontractor

Take Me To:

----- Select -----



HUBSCO Reporting System

[Logout](#)

View Formal Project

Project F20-07-02: Paving & Grading - Bur-Mil Park, Greensboro, NC Project View

Main Project Data

Project Number:	F20-07-02
Project Name:	Paving & Grading - Bur-Mil Park, Greensboro, NC
Project Created By:	Lucinda Cole
Project Created On:	03/11/2003
Notice to Proceed / Project Start Date:	03/08/2002
Project Completion Date: (Acceptance Date)	11/30/2002
Duration of Project: (From Notice to Proceed Date to Completion Date)	267 Days
Construction Method Used:	Single Prime
Type of Project:	New Construction
Location of Project:	Guilford County
Total Square Footage:	100000 ft. ²
Original Project Value:	\$327,099
Final Design-Related Services Value: (Including all Change Orders)	\$25,000
Final Construction Value: (Including all Change Orders)	\$353,848
Miscellaneous Costs:	\$5,000
Final Project Value: (Including all Change Orders)	\$383,848
Project Includes State Appropriation or State Grant Funds:	Yes
Verifiable Percentage Goal:	10%

Design-Related Services Used Data

Prime Designer Name	Type of Service	Discipline	Ownership Category	Source of Ownership Category Certification / Verification	Method of Solicitation	Contract Value	% Of Minority Participation
Westcott Eng & Consulting, PC	Engineering	Civil Engineer	American Indian	Local Agency	Verbal	Orig: \$25,000 Final: \$25,000 Min. %: 100.0%	100.0%
Total Contract Minority Business Participation:						\$25,000	100.0%

Construction Contracts Data

Construction Contract-Specific Data

Contract Description / ID	Contract Method of Advertisement	Bid Opening Date	Contract Dates
Paving & Grading - Bur-Mil Park, Greensboro, NC	Published	2/15/2002	Contract: 3/7/2002 Proceed: 3/8/2002 Complete: 11/30/2002

Construction Contractor Used

Firm Name	Location and County or Reason for Out-of-State	Primary Type of Work Performed	Ownership Category	Source of Ownership Category Certification / Verification	Contract Dates	Contract Value	% Of Minority Participation
Thompson-Arthur-APAC Carolina	Greensboro, NC Guilford County	General Construction	Non-Minority	Not Applicable	Contract: 3/7/2002 Proceed: 3/8/2002 Complete: 11/30/2002	Orig: \$327,099 Final: \$353,848 Min. %: 0.0%	0.0%

Self Performing: No

Percent Proposed Minority Utilization: 10%

Bidder's Submitted Good Faith Efforts: (A minimum of 50 points must be achieved in order to have achieved a "good faith effort")

1 - (10 points) Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed.

2 - (10 points) Making the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due.

5 - (10 points) Attending any prebid meetings scheduled by the public owner.

6 - (20 points) Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors.

10 - (20 points) Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cashflow demands.

Bidder Complied With Any Good Faith Efforts Required By Owner: Yes

Construction Subcontractors Used

Firm Name	Location and County or Reason for Out-of-State	Substitution / Replacement	Primary Type of Work Performed	Ownership Category	Source or Ownership Category Certification / Verification	Contract Dates	Contract Value	% Of Minority Participation
Carolina Asphalt Paving	Greensboro, NC Guilford County	No	General Construction	Socially and Economically Disadvantaged	Federal Agency	Contract: 3/25/2002 Proceed: 3/27/2002 Complete: 10/15/2002	Orig: \$150,000 Final: \$155,000 Min. %: 43.8%	43.8%
Allen Paving	McLeansville, NC Not Applicable	No	General Construction	Non-Minority	Not Applicable	Contract: 4/25/2002 Proceed: 4/30/2002 Complete: 10/15/2002	Orig: \$75,000 Final: \$75,000 Min. %: 0.0%	0.0%
↳ Yates Construction	Stokesdale, SC Lowest Bid	No	General Construction	Black Female	Out of State Agency	Contract: 5/1/2002 Proceed: 5/2/2002 Complete: 10/10/2002	Orig: \$50,000 Final: \$50,000 Min. %: 14.1%	14.1%
Total Contract Minority Business Participation:							\$205,000	57.9%

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View Informal Project Project PO 791059: Grounds Storage Shed #3 Project View

Main Project Data

Project Number:	PO 791059
Project Name:	Grounds Storage Shed #3
Project Created By:	Lucinda Cole
Project Created On:	03/11/2003
Notice to Proceed / Project Start Date:	04/12/2002
Project Completion Date: (Acceptance Date)	05/29/2002
Duration of Project: (From Notice to Proceed Date to Completion Date)	47 Days
Construction Method Used:	Single Prime
Type of Project:	Repair/Renovation
Location of Project:	Pitt County
Total Square Footage:	2000 ft. ²
Original Project Value:	\$34,340
Final Design-Related Services Value: (Including all Change Orders)	\$10,000
Final Construction Value: (Including all Change Orders)	\$25,640
Miscellaneous Costs:	\$2,000
Final Project Value: (Including all Change Orders)	\$37,640
Project Includes State Appropriation or State Grant Funds:	Yes
Verifiable Percentage Goal:	10%

Design-Related Services Used Data

Prime Designer Name	Type of Service	Discipline	Ownership Category	Source of Ownership Category Certification / Verification	Method of Solicitation	Open-Ended Contract / Convenience Contract Number and Dates	Contract Value	% Of Minority Participation
Boyd Design Associates	Engineering	Mechanical Engineer	Non-Minority	Not Applicable	Verbal	Number: Start: End:	Orig: \$10,000 Final: \$10,000 Min. #: 0.0%	0.0%
Total Contract Minority Business Participation:							\$0	0.0%

Construction Contracts Data

Construction Contract-Specific Data

Contract Description / ID	Contract Method of Advertisement	Contract Dates
Grounds Storage Shed Renovation/Repair	Electronic	Contract: 4/12/2002 Proceed: 4/12/2002 Complete: 5/29/2002

Construction Contractors Contacted Directly

Firm Name	Address / Telephone	Ownership Category	Source of Ownership Category Certification / Verification	Primary Type of Work	Date Contacted and Method of Contact	Response Due Date	Specifications Provided	Amount of Quote (If Received)
Farrior & Sons	PO Box 127 Farmville, NC 27828 252-753-2005	Non-Minority	Not Applicable	General Construction	3/20/2002 Written (including Fax, E-Mail, and Letter)	4/1/2002	Written (including Fax, E-Mail, and Letter)	\$24,340
JD&L Operations	2820 Alton Phillips Kinston, NC 28504 252-527-0311	White Female	State of North Carolina HUB	General Construction	3/20/2002 Written (including Fax, E-Mail, and Letter)	4/1/2002	Written (including Fax, E-Mail, and Letter)	\$25,500
Nashco Inc.	PO Box 1320 Tarboro, NC 27886 252-832-8072	Black	State of North Carolina HUB	General Construction	3/20/2002 Written (including Fax, E-Mail, and Letter)	4/1/2002	Written (including Fax, E-Mail, and Letter)	\$27,000

Total Number of Construction Contractors Contacted Directly: 3

Construction Contractor Used

Firm Name	Location and County or Reason for Out-of-State	Primary Type of Work Performed	Ownership Category	Source of Ownership Category Certification / Verification	Contract Dates	Contract Value	% Of Minority Participation
Farrior & Sons	Farmville, NC Pitt County	General Construction	Non-Minority	Not Applicable	Contract: 4/12/2002 Proceed: 4/12/2002 Complete: 5/29/2002	Orig: \$24,340 Final: \$25,640 Min. %: 0.0%	0.0%

Construction Subcontractors Used

Firm Name	Location and County or Reason for Out-of-State	Primary Type of Work Performed	Ownership Category	Source of Ownership Category Certification / Verification	Contract Dates	Contract Value	% Of Minority Participation
All & Good Concrete Svcs	Kinston, NC Not Applicable	Concrete	Black	Federal Agency	Contract: 4/15/2002 Proceed: 4/15/2002 Complete: 5/15/2002	Orig: \$15,000 Final: \$15,000 Min. %: 58.5%	58.5%
ABC Metals	Greenville, NC Not Applicable	Metals	Asian-American	State of North Carolina HUB	Contract: 4/17/2002 Proceed: 4/17/2002 Complete: 5/15/2002	Orig: \$2,500 Final: \$2,500 Min. %: 9.8%	0.0%
Custom Building Co	Greenville, NC Not Applicable	Electrical	Hispanic Female	State of North Carolina HUB	Contract: 4/15/2002 Proceed: 4/15/2002 Complete: 5/15/2002	Orig: \$5,000 Final: \$5,000 Min. %: 19.5%	19.5%

Total Contract Minority Business Participation: \$20,000 78.0%

Minority Business Participation and Contract Values

	Total Contracts	Minority Business Participation						
		B	H	AA	AI	WF	SE	Total MBE
Design-Related	\$10,000	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%
Construction	\$25,640	\$15,000 58.5%	\$5,000 19.5%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$20,000 78.0%
Project Totals	\$35,640	\$15,000 42.1%	\$5,000 14.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$0 0.0%	\$20,000 56.1%

Key: **B**=Black **H**=Hispanic **AA**=Asian-American **AI**=American Indian **WF**=White Female **SE**=Socially and Economically Disadvantaged

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Agency Search Options

This page allows you to locate projects in process by one or more selection criteria. To search for projects in process, enter your search criteria in the form below and click the SEARCH button. If any criteria do not apply simply leave that item blank.

Project
Created By:

Public
Entity:

Project
Number:

Project
Name:

Project
Form:

Status:

To search by date, you must enter a begin and end date.

Project
Start Date: From: To:

Key
Words:

Type up to 5 words that may appear in the project. A match on any word, and that fits the other criteria, will result in that document being listed. List each keyword separated by a comma. To search for apples and oranges type **Apples, Oranges**.

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◆ [Projects Past 10 Days of Completion](#) - List of Projects Reported 10 Days Past Completion

◆ [Total Completed Design and Construction Contracts](#) - Total Completed Design and Construction Dollars and Percentages

◆ [Total Construction Dollars Per Construction Method](#) - Total Construction Dollars Based on Construction Methods

◆ [Total Construction Dollars Per Type of Work Performed](#) - Total Construction Dollars Based on Work Performed

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No Quarterly Projects Submittal

For Fiscal Quarter 4, 2002-2003

By clicking on the button below, you are reporting to the North Carolina Office for Historically Underutilized Businesses (HUB) that **Test Pilot #3** does not have **ANY** projects, formal or informal, that have been completed within **Fiscal Q4, 2002-2003**.

No Projects This Fiscal Quarter

Cancel Submittal